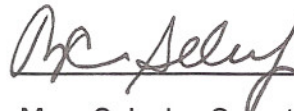


Department of Health
2009 – 2011 Supplier Diversity Plan

Our Commitment

"Much of the work of the Department of Health in meeting the public health needs is about creating partnerships and being inclusive. We will apply this same principle and approach to our support of the statewide goals for minority and women owned businesses to the greatest extent possible. This document outlines our action plan for achieving this. We are committed to supporting this statewide initiative."



Mary Selecky, Secretary, Department of Health

Overview

For the first few years of this initiative, the Department of Health (DOH) invested resources in reviewing our data and processes for conducting business with minority and women owned businesses (MWBE). Historical data on contracting and procurement achievements and opportunities were collected. Accounting and procurement data were reviewed to ensure that appropriate designations had been applied. For the DOH, historical rates of business conducted with MWBE are:

Percentage of MWBE Expenditures for FY'06 – FY'08			
	FY '06	FY '07	FY '08
Department of Health	4.3%	11.5%	8.3%
All Reporting Agencies	3.1%	2.5%	2.4%

DOH has enjoyed some success in achieving statewide goals in the past. Our goal now is to increase participation of MWBE vendors in our contracting and procurement activities. Our objectives in meeting this goal are:

- Review and update the agency's Supplier Diversity Plan and include realistic goals and objectives
- Develop and implement agency strategies and practices to help achieve the goals and objectives
- Measure performance in achieving Supplier Diversity goals

- Challenge the change agent to steer the agency toward success by giving them the management support and tools necessary
- Recognize that decisions on purchases and contracts are made at the program level and implemented by the Contracts and Procurement staff

2009 – 2011 Action Plan

Assure that DOH is using every means to locate and include certified firms in our purchasing and contracting opportunities:

Major Task	Task Owner	Est. Start Date	Est. Completion Date
Train DOH contracts, procurement and accounting staff on Supplier Diversity Program	Jay Field, Contracts & Procurement Unit Claudia Regan, Accounting Services OMWBE staff	Sept. 2009	Nov. 2009
Query other agencies for OMWBE best practices	Jay Field, Contracts & Procurement Unit	Jan. 2010	Mar. 2010
Provide quarterly training for DOH program and contract managers on DOH Supplier Diversity Program	Jay Field, Contracts & Procurement Unit OMWBE staff	Apr. 2010	Jul. 2010 Oct. 2010 Jan. 2011 April 2011
Include Supplier Diversity information on Financial Services Website	Betty Brickl, Contracts Unit	Dec. 2009	Feb. 2010
Establish policy and procedures for supplier diversity activities	Diane Offord, Financial Services	Aug. 2009	Nov. 2009
Update Contract Processing Action Request (CPAR) to require Supplier Diversity consideration	Renae L'Heureux	Jan. 2010	Mar. 2010

Conduct outreach activities to let certified firms know of our support and participation in the Supplier Diversity Program.

Major Task	Task Owner	Est. Start Date	Est. Completion Date
Post information on DOH public website for vendors on contract opportunities including links to register on Washington's Electronic Business Solution (WEBS) and OMWBE sites	Ann Thompson, Contracts Unit Bob Clark, Communications Office	Jan. 2010	Mar. 2010
Partner with other agencies' vendor-outreach fairs, shows and events	Renae L'Heureux, Contracts Unit	Jan. 2010	Dec. 2010
Place large project bids in targeted journals and papers	Ann Thompson, Contracts Unit	Jan. 2010	Dec. 2010
Imprint Supplier Diversity messages on vendor payments	Nancy Clark, Accounting Services	Feb. 2010	Mar. 2010

Assure that DOH is correctly capturing MWBE certified transactions.

Major Task	Task Owner	Est. Start Date	Est. Completion Date
Capture all MWBE certified spending including direct purchases and subcontractors	Mary Clark, Accounting Services	Apr. 2010	May 2010 Nov. 2010 May 2011
Exclude spend volumes where appropriate	Mary Clark, Accounting Services	Apr. 2010	May 2010 Nov. 2010

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Performance Measures

Measure #1: Percent of staff certified by OFM or DOH for contract management, also completing MWBE training.

Measure #2: Percent increase in MWBE certified spending (aligned with the Governor's Office measure)

Set Goals

Based on our achievement in FY 2009, the DOH has set a goal of 9% total MWBE participation for each fiscal year of the 2009-2011 biennium. These goals have been established based on several factors: our relatively successful past performance; program and budget reductions which will directly affect some of our current large MWBE contracts; and implementing the action plan described above which we anticipate will increase our achievements.

DOH will review our progress in achieving the goals and strategies identified in our plan on a semi-annual basis. The agency conducts regular HealthMAP sessions which are patterned after the Governor's GMAP sessions. Performance measures will be presented to the Senior Management Team in May and November of each year to track our performance and to identify actions that require additional executive support for improvements.